

## **CHAPTER 13 THINGS TO DO LIST:**

**PLEASE BRING BACK THE QUESTIONNAIRE COMPLETELY FILLED OUT ALONG WITH THE REQUESTED DOCUMENTS. NO APPOINTMENT IS NECESSARY TO DROP THIS OFF.**

1. **QUESTIONNAIRE AND LIST OF CREDITORS:** Please complete the questionnaire and, on the pages provided at the end of the questionnaire, list **ALL** of your creditors. The list should include mortgages, vehicle loans, credit cards, loans, medical bills, student loans, and so on. **You cannot leave creditors out, even if you are planning on paying them separately from the bankruptcy.**
2. **PROPERTY TAX BILL:** Please bring the most recent property tax bill you received for all land, homes or other real estate that is currently in your name and also for real estate that has been in your name in the last two years.
3. **TAX RETURNS** for the past 2 years. Include **FEDERAL AND STATE RETURNS** along with all W-2s and 1099s. If you don't have them and need a transcript you can call the IRS and request a transcript at 1-800-829-1040 or request them online at [www.irs.gov](http://www.irs.gov).
4. **PAY STUBS/PROOF OF INCOME:** Please bring the last two months of paystubs or a printout from your employer, or other proof of income for all sources. Stubs must be consecutive and up to the date of filing. This includes Social Security, Retirement, Benefits, Pension, All Full and Part Time Jobs. **Bank Statements CANNOT be used as proof.** The proof must be a document from the employer or payer.
5. **PICTURE I.D. AND SOCIAL SECURITY CARD.**
6. **BANK STATEMENTS:** Please bring in the most recent statements for all bank accounts or investment accounts. We need these statements even if the account has been closed in the last 3 months or has no balance.
7. **LIFE INSURANCE POLICIES:** If you have any life insurance policies, we need a statement showing the amount of the death benefit and the name of the beneficiary. **If it is a whole life policy, we will need the ENTIRE copy of the policy.**
8. **RETIREMENT LOANS:** If you have a loan against a retirement account, we need a statement showing: Original date, original loan amount, interest rate, monthly payment and estimated payoff date.
9. **CREDIT COUNSELING:** This is an educational course required prior to filing bankruptcy. You can complete the credit counseling online at [www.moneysharp.org](http://www.moneysharp.org). Where it asks, please enter your attorney code: REEDLAWSC. If you prefer to do the counseling by telephone, please call the toll free number 866-859-7013 attorney code: RED726ST

**\*\* No PERSONAL CHECKS ACCEPTED.** Payment methods are as follows: Cash, Money Order, Cashier's Check or Debit Card.

**\*\* ALL INFORMATION MUST BE CURRENT UP TO THE DAY OF FILING YOUR CASE. \*\*\***  
You may be asked to provide additional information depending on the circumstances of your case.